

**Request for Proposal for Installment Financing Agreement
DUE OCTOBER 7, 2016 by 2 P.M.**

The Town of Sunset Beach, North Carolina (“the Town”) desires to enter into an installment financing agreement in the principal amount not to exceed \$454,000.00 for the purpose of purchasing a custom Ferrara pumper fire truck. The past five years’ audited financial statements are available on the Town’s website at www.sunsetbeachnc.gov.

The Town is soliciting your proposal to provide the necessary financing for this project, subject to the terms and conditions set forth in this Request for Proposal.

A. Pertinent Information

Quantity	Item	Cost Each	Trade-In Value	Net Totals:
1	Custom Pumper Fire Truck	\$ 469,000.00	\$15,000	\$ 454,000.00
Total Amount to be Financed:				\$ 454,000.00

B. Contract Specifications

1. The desired amount of the financing is not to exceed \$454,000.00
2. The desired term of the financing is 10 years. The Town desires the debt service payment schedule to reflect amortization over a 10 fiscal year period, with payments of both principal and interest beginning December of 2016 and ending June, 2026. The Town’s fiscal year is July 1- June 30.
3. Level installment payments are to be made semi-annually (both principal and interest), in December and June of each year for a total of 20 payments.
4. The interest rate(s) shall be fixed for the term.
5. The Town requests that the lender waive any recording fees, document preparation fees, UCC fees or originations fees.
6. The interest rate(s) proposed must be guaranteed for at least forty-five (45) days from the date of the RFP due date, October 7, 2016. The Town plans to consider the proposed contract documents and make a selection by October 18, 2016 with plans to close the transaction on or after October 20, 2016.
7. Prepayment terms may be negotiated between the Town and the successful bidder. The Town desires prepayment of principal at any time without penalty.
8. The Town will pledge its full faith and credit and taxing power for the payments to be made. No deficiency judgment may be rendered against the Town for breach of a contractual obligation under the Installment Financing Agreement.
9. The Installment Financing Agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the installment financing agreement.

C. Submission of Proposal

Your written proposal must be received by **2 pm on Friday, October 7, 2016** at the office of Bonnie Schwerd, Assistant Town Administrator, 700 Sunset Blvd. North, Sunset Beach NC 28468. Proposals may be submitted by mail or in person in a **sealed** envelope marked “Capital Financing RFP.” **No emailed proposals will be accepted.**

Proposals must specify at a minimum the following information:

1. The term of the financing.
2. The interest rate and total interest cost.
3. The terms of repayment. Please attach a proposed amortization schedule, showing the first interest and principal payment due December 2016 and the final payment of both principal and interest due June 2026. Schedule must also show total interest cost.
4. A list of all additional costs to be associated with this transaction. State whether or not any of such fees or expenses can or will be capped or waived.
5. A statement to the effect that the bank/lender agrees to the contract specifications set forth in Part B of this Request for Proposal.

The Town reserves the right to request additional information from the bidders and reserves the right to reject all proposals and to waive any irregularities or informalities. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expenses), the Town reserves the right to select the bidder that best meets the needs of the Town.

Thank you in advance for your consideration of this proposal. If you have any questions please contact:

Bonnie Schwerd, Assistant Town Administrator
Town of Sunset Beach
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Sunset Beach, NC 28468
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